

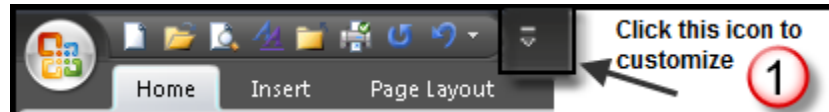
## **HOW TO:**

### **CUSTOMIZE THE QUICK ACCESS TOOLBAR:**

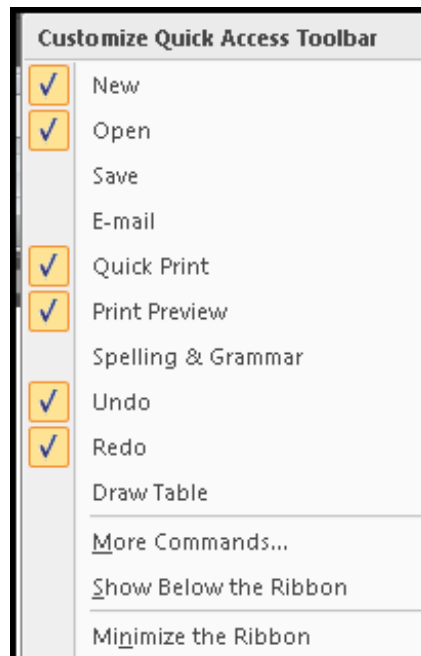
**Purpose:** You can quickly access features that appear on this toolbar rather than navigating to them using the **Office** button.

The **Quick Access Toolbar** is located at the top right of the **Office** button, above the **Home** tab

1. To add icons to the **Quick Access Toolbar**, click the **Customize Quick Access Toolbar** icon.

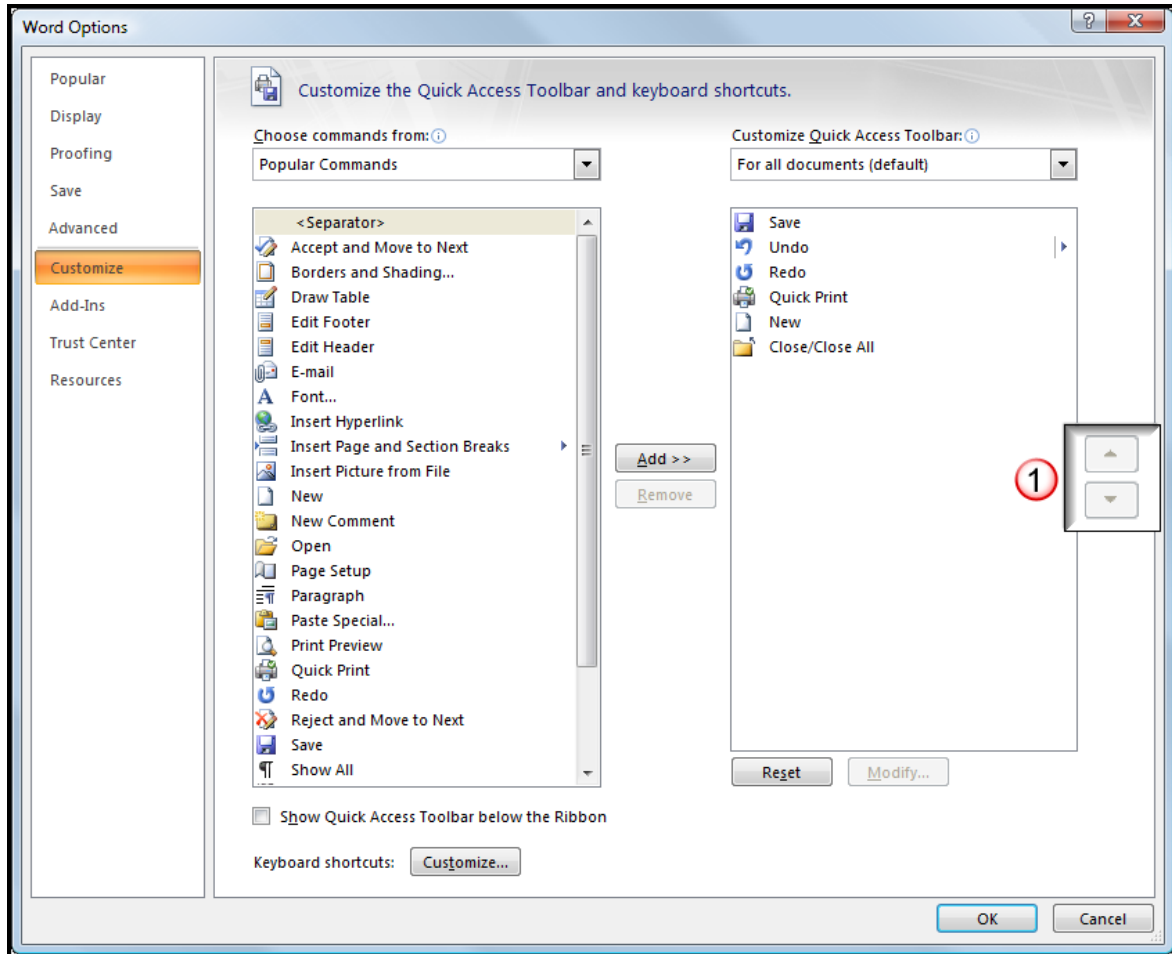


2. Click the icons you wish to see displayed on the Toolbar.



3. Click **More Commands** if the item you require is not displayed.

4. Choose the commands you require from the **Choose Commands from** column on the left. Click the **Add** button to add them to the column on the right.



5. Click the **1** up/down arrows at the right side of this dialog box to sequence the icons. Click **OK**.